

in accordance with the provisions of OMB Circular A 87 and 45 CFR parts 74 and 95. Follow predetermined methodology for evaluating the appropriate percentage of staff time, costs, etc. Develop and submit time study methodology with initial invoice.

3. Provide as requested by the Division of Medical Services, the information necessary to request federal funds available under the state Medicaid match rates.
4. Maintain the confidentiality of client records and eligibility information received from DSS and use that information only in the administrative, technical assistance and coordination.
5. Accept responsibility for disallowances and incur the penalties of same resulting from the activities associated with this agreement. Return to DSS all funds which are deferred and/or ultimately disallowed arising from the administrative claims submitted by DSS on behalf of the Archdiocese of St. Louis.
6. Consult with the Division of Medical Services on issues arising out of this agreement.
7. Conduct all activities recognizing the authority of the state Medicaid agency in the administration of state Medicaid Plan on issues, policies, rules and regulations on program matters.
8. Maintain all necessary information for a minimum of five (5) years to support the claims and provide HCFA any necessary data for auditing purposes.
9. Submit claims on a quarterly basis.

### III PROGRAM DESCRIPTION

EPSDT Administrative Case Management activities provide for the efficient operation of the state Medicaid plan. These activities aid the potential EPSDT eligible recipient to gain eligibility, access screening services, follow-up on referrals to additional medical providers, establish a health care home for the child, develop and coordinate a service plan, follow through on the case plan and assist the family in becoming able to meet its child's needs in such a way that they are able to function at an optimal level with minimal intervention.

EPSDT Administrative Case Management is committed to the least restrictive method of treatment for children and will maintain this as a priority.

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**IV**  
**PROGRAM EVALUATION PLAN**

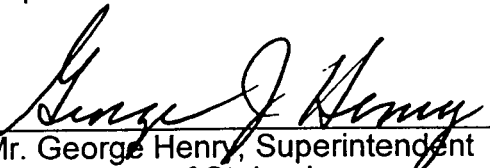
A designated representative from the Archdiocese of St. Louis and the Medicaid agency shall meet annually for the purpose of program review and evaluation of policies for implementing the provisions of the Agreement of Understanding.

**V**  
**TERMS OF THIS AGREEMENT**

The period of this Agreement of Understanding shall be from October 1, 1998, through September 30, 2000. This agreement shall be reviewed annually by a representative of both parties with recognition of that review being indicated by attached addendum. This agreement may be canceled at any time upon agreement by both parties or by either party after giving thirty (30) days prior notice in writing to the other party provided, however, that reimbursement shall be made for the period when the contract is in full force and effect.

  
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Gary J. Stangler, Director  
Department of Social Services

9-21-98  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Mr. George Henry, Superintendent  
Archdiocese of St. Louis

7-21-98  
\_\_\_\_\_  
Date

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Effective Date 10/1/98

**AGREEMENT OF UNDERSTANDING BETWEEN  
THE DEPARTMENT OF SOCIAL SERVICES, Division of Medical Services  
and  
The Diocese of Kansas City-St. Joseph**

**EPSDT ADMINISTRATIVE CASE MANAGEMENT through the  
HEALTHY CHILDREN AND YOUTH PROGRAM (EPSDT)**

**STATEMENT OF PURPOSE**

The Missouri Department of Social Services (DSS) through its Division of Medical Services (DMS) and the Diocese of Kansas City-St. Joseph, in order to provide the most efficient, effective administration of Title XIX, Early Periodic Screening, Diagnosis and Treatment (EPSDT) aka in the state as Healthy Children and Youth, hereby agree to the conditions included in the Agreement of Understanding. The provision of EPSDT/HCY Administrative Case Management by the Diocese of Kansas City-St. Joseph has been determined to be an effective method of assuring the availability, accessibility and coordination of required health care resources to Medicaid eligible children residing within the boundaries of the Diocese of Kansas City-St. Joseph.

The Department of Social Services, Division of Medical Services recognizes the unique relationship that the Diocese of Kansas City-St. Joseph has with EPSDT/HCY eligible clients and their families. It further recognizes the expertise of the Diocese of Kansas City-St. Joseph in identifying and assessing the health care needs of EPSDT eligible clients and in planning, coordinating and monitoring the delivery of preventative and treatment services to meet their needs. DSS, in order to take advantage of this expertise and relationship, enters into this Agreement of Understanding with the Diocese of Kansas City-St. Joseph for EPSDT Administrative Case Management.

The Department of Social Services, Division of Medical Services recognizes the Diocese of Kansas City-St. Joseph as the most suitable agent to administer case planning and coordination through EPSDT Administrative Case Management for its EPSDT eligible clients and their families.

The Department of Social Services and the Diocese of Kansas City-St. Joseph enter into this Agreement of Understanding with full recognition of all other existing agreements which the Department may have developed for services to Title XIX eligible clients living within the Diocese of Kansas City-St. Joseph's boundaries and which are currently included in the Title XIX State Plan.

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### MUTUAL OBJECTIVES

1. Assure that all Title XIX eligible clients under the age of 21 and their families are informed of the EPSDT/HCY benefit and how to access it.
2. Assure that assistance is provided to children and their families in determining their eligibility for participation in Missouri's Medicaid plan.
3. Assure early and appropriate intervention and screening so that diagnosis and treatment occur in a timely manner.
4. Establish a health care home as defined in Section 9 of the General Chapters of the Medicaid Provider Manual, for those Medicaid eligible children receiving EPSDT/HCY service coordination activities.
5. Assure that services are of sufficient amount, duration and scope to correct or ameliorate the condition for which they were determined to be medically necessary.
6. Assure that services are provided by appropriate Medicaid enrolled providers for the correction or amelioration of conditions identified through a full, partial, or inter-periodic EPSDT/HCY screen.
7. All terms of this Agreement and procedures are to adhere to OMB Circular A87.
8. Administrative claims under this agreement shall not duplicate other claims for Medicaid services or administrative activities.

### II RESPECTIVE RESPONSIBILITIES

#### DSS agrees to:

1. Reimburse the Diocese of Kansas City-St. Joseph the Title XIX federal share and the state general revenue share of actual and reasonable costs for EPSDT administration provided by staff based upon a time-accounting system which is in accordance with the provisions of OMB Circular A87 and 45 CFR parts 74 and 95; expense and equipment costs necessary to collect data, disseminate information and carry out the staff functions outlined in this agreement. The rate of reimbursement for eligible administrative costs will be 50%. The rate of reimbursement for eligible costs qualifying under regulations application to Skilled Professional Medical Personnel and their supporting staff (compensation, travel and training), will be reimbursed at 75% when the criteria of 42 CFR 432.50 are met. The remaining portion of eligible costs, or the state general revenue share will be reimbursed by DSS. Changes in federal regulations affecting the matching percentage and/or costs eligible for enhanced or administrative match, which become effective subsequent to the execution of this agreement will be applied as provided in the regulations.

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2. Provide the Diocese of Kansas City-St. Joseph access to the information necessary to properly provide the EPSDT Administrative Case Management.
3. Develop and conduct periodic quality assurance and utilization reviews in cooperation with the Diocese of Kansas City-St. Joseph.
4. Provide initial training and technical assistance to staff of the Diocese of Kansas City-St. Joseph regarding the responsibilities assumed within the terms of this agreement.
5. Conduct in service training sessions for participating Legal Entities on an annual basis.
6. Provide necessary consultation to the Diocese of Kansas City-St. Joseph on issues related to this agreement as needed by the Legal Entity.

**The Diocese of Kansas City-St. Joseph agrees to:**

1. Provide EPSDT Administrative Case Management as an instrument for the Department of Social Services, Division of Medical Services, to aid in assuring the availability, accessibility and coordination of required health care resources to Medicaid eligible children and their families residing within the district's boundaries. The Diocese of Kansas City-St. Joseph shall develop and submit within 90 days of the signing of this agreement, for approval by DMS, an internal process for measuring the progress of the district toward attainment of the ACM Program goals. The following list of activities have been identified as appropriate for providing the Administrative Case Management function.
  - a. Assisting children and families to establish Medicaid eligibility, by making referrals to the Division of Family Services for eligibility determination, assisting the applicant in the completion of the Medicaid application forms, collecting information, and assisting in reporting any required changes affecting eligibility.
  - b. Outreach Activities:
    - (1) informing foster care providers of all Title IV-E eligible children enrolled in DESE operated programs of the HCY/EPSDT program;
    - (2) informing Medicaid eligible students who are pregnant or who are parents and attending DESE operated programs about the availability of HCY/EPSDT services for children under the age of 21; and
    - (3) Outreach activities directed toward providers, recruiting them to become Medicaid providers and to accept Medicaid referrals.
  - c. Coordination of HCY/EPSDT Screens and Evaluations:

Assistance will be provided to eligible children and their families in establishing a medical care home as defined in Section 9 of the general chapter of the Missouri State Medicaid Manual. A medical care home is a coordinated, comprehensive, continuous health care program to address the child's primary health needs. The health care home should provide or make arrangements for

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after hours care, and coordinate a child's specialty needs. The health care home should follow the screening periodicity schedule and perform interperiodic screens when medically necessary. Conditions identified during the course of care may require the development of a plan of care. Coordination activities include, but are not limited to:

- (1) making referrals and providing related activities for EPSDT/HCY screens in accordance with the periodicity schedule set out in Section 9 of the General Section of the State Medicaid Provider Manual. EPSDT screens include comprehensive health and developmental, mental health, vision, hearing and dental screens.
- (2) making referrals and providing related activities for evaluations that may be required as the result of a condition identified during the child's screen;

d. Case Planning and Coordination:

This activity includes assistance to the client and the family in developing and carrying out a case or service plan. Activities include, but are not limited to;

- (1) identifying and arranging for medically necessary services to correct or ameliorate conditions identified in the child's Individual Educational Plan (IEP) or Individualized Family Service Plan (IFSP);
- (2) identifying and providing assistance for medically necessary and educationally relevant services required as the result of any regular, interperiodic, or partial EPSDT/HCY screen;
- (3) developing and coordinating the meetings of any interdisciplinary teams that may be able to assist in the development and periodic review of the of the IEP or ISFP;
- (4) coordinating the closure of the case, referral to any services, and realignment of the case plan (IEP or ISFP);
- (5) assisting children and families in accessing immunization services and scheduling appointments;
- (6) arranging and coordinating prenatal, post-partum, and newborn medical services, making referrals to providers of targeted prenatal case management;
- (7) arranging and coordinating dietary counseling or medical services for children with medical needs including, but not limited to, gross obesity, diabetes, anorexia, or bulimia; and
- (8) arranging for and coordinating transportation for children and families to obtain medical screenings and services.

e. Anticipatory guidance to caretakers relating to specific medical needs of a child.

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2. Account for the activities of staff providing EPSDT Administrative Case Management in accordance with the provisions of OMB Circular A 87 and 45 CFR parts 74 and 95. Follow predetermined methodology for evaluating the appropriate percentage of staff time, costs, etc. Develop and submit time study methodology with initial invoice.
3. Provide as requested by the Division of Medical Services, the information necessary to request federal funds available under the state Medicaid match rates.
4. Maintain the confidentiality of client records and eligibility information received from DSS and use that information only in the administrative, technical assistance and coordination.
5. Accept responsibility for disallowances and incur the penalties of same resulting from the activities associated with this agreement. Return to DSS all funds which are deferred and/or ultimately disallowed arising from the administrative claims submitted by DSS on behalf of the Diocese of Kansas City-St. Joseph.
6. Consult with the Division of Medical Services on issues arising out of this agreement.
7. Conduct all activities recognizing the authority of the state Medicaid agency in the administration of state Medicaid Plan on issues, policies, rules and regulations on program matters.
8. Maintain all necessary information for a minimum of five (5) years to support the claims and provide HCFA any necessary data for auditing purposes.
9. Submit claims on a quarterly basis.

### III PROGRAM DESCRIPTION

EPSDT Administrative Case Management activities provide for the efficient operation of the state Medicaid plan. These activities aid the potential EPSDT eligible recipient to gain eligibility, access screening services, follow-up on referrals to additional medical providers, establish a health care home for the child, develop and coordinate a service plan, follow through on the case plan and assist the family in becoming able to meet its child's needs in such a way that they are able to function at an optimal level with minimal intervention.

EPSDT Administrative Case Management is committed to the least restrictive method of treatment for children and will maintain this as a priority.

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Supersedes TN No. 96-29

Approval Date DEC 17 1998


Effective Date 10/1/98

IV  
PROGRAM EVALUATION PLAN


A designated representative from the Diocese of Kansas City-St. Joseph and the Medicaid agency shall meet annually for the purpose of program review and evaluation of policies for implementing the provisions of the Agreement of Understanding.

V  
TERMS OF THIS AGREEMENT

The period of this Agreement of Understanding shall be from October 1, 1998, through September 30, 2000. This agreement shall be reviewed annually by a representative of both parties with recognition of that review being indicated by attached addendum. This agreement may be canceled at any time upon agreement by both parties or by either party after giving thirty (30) days prior notice in writing to the other party provided, however, that reimbursement shall be made for the period when the contract is in full force and effect.

  
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Gary J. Stangler, Director  
Department of Social Services

9.21.98  
Date

  
\_\_\_\_\_  
Sister Anne Shepard, Superintendent  
Diocese of Kansas City-St. Joseph

8/11/98  
Date

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Supersedes TN No. 96-29

Approval Date DEC 17 1998

Effective Date 10/1/98



**COOPERATIVE AGREEMENT BETWEEN  
THE DEPARTMENT OF SOCIAL SERVICES, Division of Medical Services  
and  
The Ritenour School District**

**EPSDT ADMINISTRATIVE CASE MANAGEMENT through the  
HEALTHY CHILDREN AND YOUTH PROGRAM (EPSDT)**

**STATEMENT OF PURPOSE**

The Missouri Department of Social Services (DSS) through its Division of Medical Services (DMS) and the Ritenour School District, in order to provide the most efficient, effective administration of Title XIX, Early Periodic Screening, Diagnosis and Treatment (EPSDT) aka in the state as Healthy Children and Youth, hereby agree to the conditions included in the Cooperative Agreement. The provision of EPSDT/HCY Administrative Case Management by the Ritenour School District has been determined to be an effective method of assuring the availability, accessibility and coordination of required health care resources to Medicaid eligible children residing within the boundaries of the Ritenour School District.

The Department of Social Services, Division of Medical Services recognizes the unique relationship that the Ritenour School District has with EPSDT/HCY eligible clients and their families. It further recognizes the expertise of the Ritenour School District in identifying and assessing the health care needs of EPSDT eligible clients and in planning, coordinating and monitoring the delivery of preventative and treatment services to meet their needs. DSS, in order to take advantage of this expertise and relationship, enters into this cooperative agreement with the Ritenour School District for EPSDT Administrative Case Management.

The Department of Social Services, Division of Medical Services recognizes the Ritenour School District as the most suitable agent to administer case planning and coordination through EPSDT Administrative Case Management for its EPSDT eligible clients and their families.

The Department of Social Services and the Ritenour School District enter into this Cooperative Agreement with full recognition of all other existing agreements which the Department may have developed for services to Title XIX eligible clients living within the Ritenour School District's boundaries and which are currently included in the Title XIX State Plan.

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**I**  
**MUTUAL OBJECTIVES**

1. Assure that all Title XIX eligible clients under the age of 21 and their families are informed of the EPSDT/HCY benefit and how to access it.
2. Assure that assistance is provided to children and their families in determining their eligibility for participation in Missouri's Medicaid plan.
3. Assure early and appropriate intervention and screening so that diagnosis and treatment occur in a timely manner.
4. Establish a health care home as defined in Section 9 of the General Chapters of the Medicaid Provider Manual, for those Medicaid eligible children receiving EPSDT/HCY service coordination activities.
5. Assure that services are of sufficient amount, duration and scope to correct or ameliorate the condition for which they were determined to be medically necessary.
6. Assure that services are provided by appropriate Medicaid enrolled providers for the correction or amelioration of conditions identified through a full, partial, or inter-periodic EPSDT/HCY screen.
7. All terms of this Agreement and procedures are to adhere to OMB Circular A87.
8. Administrative claims under this agreement shall not duplicate other claims for Medicaid services or administrative activities.

**II**  
**RESPECTIVE RESPONSIBILITIES**

**DSS agrees to:**

1. Reimburse the Ritenour School District the Title XIX federal share of actual and reasonable costs for EPSDT administration provided by staff based upon a time-accounting system which is in accordance with the provisions of OMB Circular A87 and 45 CFR parts 74 and 95; expense and equipment costs necessary to collect data, disseminate information and carry out the staff functions outlined in this agreement. The rate of reimbursement for eligible administrative costs will be 50%. The rate of reimbursement for eligible costs qualifying under regulations application to Skilled Professional Medical Personnel and their supporting staff (compensation, travel and training), will be reimbursed at 75% when the criteria of 42 CFR

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